

MAIL AND DELIVERY SERVICE

A mail service system shall be maintained within the district so that communication may be delivered in the most practical manner.

The use of district mail facilities and personnel shall be restricted to materials and communications that further school business and the educational purpose of the district. The superintendent may authorize certain exceptions within the intent of this policy.

The district is not liable for items lost or opened or for any damage or injury incurred as a result of the use of the mail service.

Political materials will be defined by the superintendent and shall not be distributed through district mail boxes or school mail systems unless received through the United States Mail.

Flowers, or gifts sent to the school for students will be delivered to the office. Students may pick up items between classes, at lunch, or at the conclusion of the day. Balloons or gifts containing balloons will not be allowed on school buses because of safety concerns. Arrangements must be made to pick up balloons that are delivered to the school sites.